



Transfer Content from *redclayschools* to a Personal Account



Copying and transferring your files to another Google Account lets you:

Keep important files when you graduate.

Your redclayschools.com account will be deactivated 60 days following graduation.

This is not a requirement, but a suggestion if you want to save your files.

What You Can Copy

You can copy and transfer these kinds of files from your school account to another Google Account:

Email in Gmail (not contacts, chats, or tasks)

Documents that you own in Google Drive (except files in the "Google Photos" section of Drive)

Documents in My Drive

You Must Have a Personal Google Account to Transfer Your Files To

A personal Google account will be as follows: username@gmail.com.

Start the Copy Process

1. On your school account, go to Transfer your content.
2. Enter the email address of the Google Account where you want to copy your content.
3. Select **Get code**.
4. On your Google Account, check your Gmail inbox for a confirmation email from Google. In the email, select **Get confirmation code**. A new tab will open with a code.
5. On your school account, go back to the "Transfer your content" page. Enter the code, then choose **Verify**.
6. Choose the content you'd like to copy, then select **Start transfer**.

Transferring Files from 'Shared with me'

If you want to organize shared files, add them to "My Drive"

1. Go to drive.google.com
2. On the left, click **Shared with Me**
3. Click the files or folders you want to add to your drive
4. In the top right, click Add to My Drive 
5. Click **Organize**.
6. Choose the folder you want to add to.
7. Click **Move or Move here**.

Details about the copy process

- The copy process usually happens within a few hours, but it can take up to a week.
- Copied files might appear in batches on your Google Account during the copy process.
- When your files are finished copying, you'll get an email at your Gmail address.

